

MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

OFFICE OF THE DEAN, ACADEMIC

F. No. F4/S-V-1/20-21-Acad (43-Senate)/1001

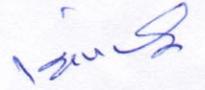
Dated: 24 January, 2022

OFFICE ORDER

**Sub: Revision in document retention policy.**

The Senate in its 43<sup>rd</sup> meeting held on 14<sup>th</sup> December 2021 under Item No. 43-3.3, approved the following revision in document retention policy:-

1. The time table and course files shall be retained at least for a period of 3 years. End term answer sheets of best/average/worst performance shall be maintained along with the course file of respective year by the respective Department.
2. Mid-term answer sheets and End Term answer sheets (except for best/average/worst performance) may be destroyed after six months from the date of the display of the grades.
3. Marks and Grade sheets: Evaluation sheets showing marks in each component (CWS/MTE/ETE for theory course and PRS/PRM/PRE for laboratory course) as well as grades shall be communicated by the Department to Academic Section. These should be maintained by Academic Section for (n+1) years where n is the duration of the program.
4. Disposal of these answer sheets should be carried out by the respective department.



REGISTRAR

**Copy to:**

1. Dean, Academic.
2. All Head of the Departments.
3. PS to Director.
4. PA to Registrar.
5. Webmaster to upload on Institute website.
6. Guard File.



Assistant Registrar (Academic)